



# Sample Cleaning Schedule for Manufacturers During COVID-19

## Cleaning Supplies

- Bleach - 1/3 cup per gallon of water
- Germ-X or other hand sanitizer
- Tissues
- Lysol or other approved disinfectant
- Isopropyl-99% alcohol

## Cleaning Directions

- Wipe surface with bleach water, 1/3c bleach per gallon of water, and apply disinfectant to the cleaned surface.
- PPE required - latex gloves and eye protection where required.
- Turn off computers or unplug mouse and keyboard.
- Use disinfectant wipes or a soft cloth with disinfectant or isopropyl alcohol sprayed directly on cloth.
- Do not spray disinfectant directly onto computer, printers or copiers.

## Other Tips:

- Clean during the last thirty minutes of the shift.
- Cleaning, disinfecting and good personal hygiene are the best defense against COVID-19.

### **WHERE: High Traffic Areas**

#### **WHO: Janitorial Staff**

#### **WHEN: 2x per day**

- Bathrooms - all surfaces
- Cafeteria equipment, tables, chairs, etc
- All entrance / exit and office doors, including door handles
- Meetings rooms including tables and chairs.
- Smoking area table surfaces
- Time Clocks - clean with sanitary wipe, use hand sanitizer when clocking in and out for work

### **WHERE: Personnel Desks / Cubicles**

#### **WHO: Office Personnel**

#### **WHEN: 1x per day**

- Desk surfaces
- Telephone
- Computer
- Keyboard & Mouse
- Chair
- Filing cabinet

### **WHERE: Manufacturing Area**

#### **WHO: Manufacturing Staff**

#### **WHEN: 1x per shift**

- Work surfaces
- Fixtures, tooling, gauges - includes count fixtures
- Air nozzles / guns
- Machine operation controls, whether touch screen or push-button, including e-stops
- Scan guns
- Material handling equipment - pallet jack handles, lift truck controls, staple machine, etc.

